

## **GTA Board Meeting Minutes**

March 25, 2013

County Square, 301 University Ridge, Greenville, SC  
Conference Room H (Bauer)

### Board Members in Attendance:

Mr. Matt Carter, Treasurer  
Ms. Pat Dilger, Asst. Chairman  
Mr. Trey Fouché, Chairman  
Mr. David Mitchell  
Dr. Julian Reed  
Mr. Sam Zimmerman

### Staff in Attendance:

Dawain Atkinson, Asst. Transit Operations Manager  
Greg Baney, Transit Planner/Grants Manager  
Lorrie Brown, Administrative Assistant  
Steve Chastain, Transit Operations Manager  
Terri Hooper, Planning & Grants Asst.  
Scott McIver, Fleet Superintendent  
Mark Rickards, Transit Director

### Others in Attendance:

Keith Brockington, GPATS Planner  
J. C. Cook, Clemson Mayor  
Karen Crawford, City Comptroller  
Bret Martin, Clemson City Planner  
Kat Moreland, Senior Associate Director for Parking and Transportation Services at Clemson University  
Fred Payne, County Council Member/GTA Liaison  
George Smith, Assoc. V. P. for Student Affairs at Clemson University  
Gaye Sprague, City Council Member/GTA Liaison

GTA Board Chairman, Mr. Trey Fouché, called the meeting to order at 12:02 p.m.

### Quorum Established

### Welcome and Introductions:

- Kat Moreland, Bret Martin, Mayor J. C. Cook and George Smith introduced by Chairman Fouché.
- New Asst. Operations Manager, Dawain Atkinson, introduced by Steve Chastain.

**Mr. Matt Carter made a motion to approve the February 25, 2013 Board Meeting minutes. Mr. David Mitchell seconded the motion. No opposers. The motion carries.**

### Clemson UZA Formula Approval

- Mark Rickards stated that we have been working on the UZA formula since May 2012 after Clemson joined the Greenville urbanized area. We do not know the final allocation amount for the Greenville urbanized area. Greenlink staff feels that the formula they submitted to the Board for approval is fair and equitable and uses federal formulas. Greenlink staff met with Clemson staff several times collaboratively. The Greenville City Manager and the GTA Board Chair also met with CAT/Clemson officials.
- Chairman Fouché stated that GTA Board members received updates in their various committees.
- Bret Martin (Clemson City Planner) stated they have a different formula that they are negotiating with Greenlink. They have a problem with the inputs to the formula and how to calculate the methodology used to calculate those inputs as to how much credit each provider gets for each variable.
- Mr. Martin stated that Mayor Cook (Clemson) has a proposal that they want to move forward. They request that the GPATS MPO step in as the official arbitrator for the two proposals. He stated that this is something recommended by the FTA in its guidance for sub allocations between two or more transit providers within the same urbanized area. He stated that this is a regional approach and it is representative of the democratic process on a truly regional level. They would like the GPATS Policy Committee to appoint a subcommittee to step in and function as an arbitrator. This may be difficult to do within a short period and GPATS will not meet again until June. Therefore, they will accept the Greenlink formula proposal for the **first** year with CAT receiving the full apportionment of 5339. The 5307 funds would be apportioned for the first year in accordance with the proposal presented by Greenlink staff. However, this concession is contingent on whether the Board would allow a special committee to be appointed by the MPO to help determine the final sub allocation outcome.
- Mayor Cook stated they do not feel the inputs proposed by Greenlink are fair to Clemson Area Transit. There is a mileage component with no ridership component. CAT put a 62 ft. bus in service to take the place of two buses. This cut their mileage down but it made them a more efficient transit provider. Without a ridership component, it would have been better for them to have more buses on the road for the additional mileage to get a bigger apportionment. They also have a problem with the population allocation. They are not getting credit for all the population that they are serving. They are willing to take a one-year deal at the present allocation as long as

they are getting 100% of the 5339 money. This will put them close to where they were before. They have a use for the 5339 money and Greenlink does not for this year.

- Mr. Martin stated we would know the total allocation for the Greenville area in two days. They can live with the formula proposed by Greenlink the first year. This would give the MPO enough time to appoint a subcommittee. He stated that he thinks that when Mr. Baney drafted the proposal he was basing it on one year.
- Greg Baney stated they want to establish an ongoing formula, and after the first year come back and look at the variables put in the formula to see whether there was new information to put in the formula. It would be ideal to adopt a formula from the beginning to avoid the same discussion all over again. We initially were looking at a one-year agreement because CAT was looking at becoming a direct recipient opposed to being a subrecipient.
- Mr. Martin stated they are at a deadlock on what CAT and Greenlink agree is an equitable formula. It is not so much the formula as it is the inputs.
- Chairman Fouché stated that his understanding is that they disagree on the inputs into the formula. Mr. Baney stated CAT agrees with the three variables (bus vehicle revenue miles, population and population density). Mr. Martin stated they are in agreement with the weights; the weights are the same ones used by the FTA to apportion funds to the urbanized area in the same funding subcategory other than the incentive tier. They do not agree to the formula inputs. They want a regional approach to the decision where the MPO steps in with regional representation to make the decision so the interest of the entire region is represented, and not just the Greenville urban core. They want this approach and not have the GTA Board make the decision and Clemson Area Transit have to live with it. They are willing to move somewhere in the middle with Greenlink. They do not think the Greenlink proposal is an equitable or objective formula.
- Mr. Carter stated that he is a state appointee. He has made a number of difficult decisions over the years. He does not want to shift that responsibility. Greenlink stated they could justify 17% based on the formula. If we had used 17%, Clemson would have been hurt and GTA would have benefited. We did not want to do that. We have a number of important partnerships with Clemson, and we know Clemson is important to the Greenville area. We want to be fair to both parties. The GTA Board is the regional representation. Greenville lost around a half million dollars in funding several years ago when they were a rural area and became an urbanized area. Greenlink feels the compromise was going from 17% to 28%. The compromise was made to insure transit dependent people did not lose service in the Greenville area.
- Mr. Martin stated that from their perspective, we have never had a collaborative outcome of 17%. Initially, 33.5% was presented and then some inputs were corrected. This correction pushed the number down to 28.46%. They were never presented with a percentage of 17%. There are a number of approaches that could be taken to determine the sub-allocation. One standard around the country is basing it solely on vehicle revenue hours. If you do it this way, Clemson Area Transit would get 51% of the apportionment. From their perspective, they are already giving Greenlink a break by not basing it on vehicle revenue hours. He cited methods used by different transit agencies used to determine how to divide revenue dollars. The GTA was set up by the state to address transit issues on the regional level in areas that it serves. We are dealing exclusively with federal money and by default; we should probably refer to FTA guidance on how to deal with the situation of subarea allocation. The language in this guidance reads *"For the UZAs with more than one designated recipient or other recipients, the FTA expects local officials operating through the MPO and designated recipients to determine the allocation together. The designated recipient and the MPO should determine sub-allocation fairly and rationally through a process agreeable to the designated recipient"*. GTA is the designated recipient. *"The entity must provide documentation to the FTA showing how the designated recipient will split the allocation. "The FTA may request a written agreement signed by a representative of each entity involved"*. In speaking with our Region 4 representative in Atlanta, the FTA suggestion is for the MPO to form a committee to make the decision. He understands that there is one designated recipient, which is GTA. Some time in future, both Transit Providers may vie to establish that status.
- Mr. Carter stated that Region 4 has not told us they want us to allow GPATS to moderate. Mr. Martin restated that the Region 4 told them they want us to allow GPATS to moderate if we cannot come to an agreement for multiple years. Mayor Cook stated they are willing to come to a one-year agreement but they do not want this to be a multiple year agreement.
- Mr. Fouché stated he understands the proposal and the idea of a single year agreement vs. a multi-year agreement going through the GPATS subcommittee. His concern is that it is a dangerous precedent to pass along decisions designated to the GTA Board to other entities whether it is the GPATS Policy Committee or the subcommittee or any other entity.
- Mr. Rickards stated he could not believe that FTA Region 4 would turn this decision over to the MPO.
- Mr. Mitchell stated that GPATS approved this to go in the TIP. Councilor Payne stated that there was not a vote on the formula. He believes the current Chairman, Mr. Kirven, would be open to having a subcommittee of the GPATS Policy Committee be a part of the discussion. Mr. Mitchell stated from his perspective, compromise is good but he does not think we should relinquish the right to make the decision. Councilor Payne stated that GTA is Greenville

Transit Authority formed at state level with three entities involved (the City, the County and some state representatives). Their perspective has always been Greenville County, but because of the census, they are involved with other counties. GTA is no longer just Greenville County. It makes sense to him to start thinking about a Regional Transit Authority.

- Mr. Carter stated that we **are** an RTA. We have three parties appointed by the state, two from the City and two from the County. If we have areas of substantial size outside of the City of Greenville and Greenville County, they should be represented on this Board. The state appoints the highest number to the Board and if the state wants, one of the three seats could be a Clemson or Pickens representative without a change of legislation. Everyone has regional ideas in mind. If we turn it over to GPATS, as Mr. Mitchell has stated, everyone on GPATS is an elected official.
- Chairman Fouché thinks it is reasonable to move forward on agreement at 28.46% at one year and have memo of understanding to make sure the inputs work for us a year from now. He is not in favor of turning the decision over to GPATS. Mayor Cook stated we probably do not need to wait a whole year to revisit this issue. Chairman Fouché stated that we could revisit it in six months. The Board felt they could not make a decision at this time on giving CAT 100% of 5339 funds.
- Mr. Rickards stated that between now and April 30 Greenlink staff will have to come back with a sub recipient agreement for the funding regardless of the number. He wants any resolution passed today to take 5339 off the table. He only wants the 5307 formula to be decided on today. He has calculated 5339 money to be around \$264,808. The 5339 funding is separate. It will not count towards the original numbers. It gives us something to work with. This was an alternative proposed by Doug Frate. Mr. Martin stated that he discussed this with Greg Baney at the GPATS Policy Committee last Monday and he had indicated that he had put it on the table for Al Babinicz to consider. Mr. Rickards stated that today he could not recommend that the Board allocate this without further discussion. This money is for bus and bus facilities and cannot be used for operating. Mr. Fouché stated that he is not prepared to comment on this today. Mr. Rickards stated that Clemson could use this money to fund certain project levels. Mr. Martin stated they would use the money for capital.
- Mr. Martin stated that when it comes to programming and the federal law, the GPATS policy committee has to be comfortable with the sub-allocation because they have to program it in the TIP; it will end up in the STIP. He stated that there are a few minor things in the Greenlink proposal that need to be corrected in terms of the inputs such as the population and mileage figures that are being used. The corrections would not affect the methodology. Chairman Fouché stated that the Board is only approving the formula.
- Mr. Baney stated that in looking at the two proposals we agree on the formula. Both agree on bus vehicle revenue miles being weighted at 50%, population at 25% and population density at 25%. The difference is in how we determine how population and population density is determined and how bus vehicle revenue miles is determined. Population is the key difference. We look at the population of cities served by CAT as opposed to catchment areas, which is what Clemson Area Transit is proposing. Population density is a derivative of our population variable. He suggests focusing on the formula, the structure of the formula and how we determine the inputs. This is what we should negotiate.
- Mr. Martin stated we should be using 2010 data, which does not change the actual outcome much. The miles we are using for CAT does not match up with the same year for the miles being used for Greenlink. We should use 2010 NTD data because there is a two-year lag in the money from the FTA. Mr. Baney stated that Greenlink used 2011 numbers for Clemson **and** Greenlink; 2011 numbers were used to come up with the 28.46%. He stated if we use 2010 numbers then the variables will not change. Mr. Martin strongly urges that the funding formula be revisited after a year or immediately after a decision is made because the Board has been working with the staff of Greenlink and not CAT. He stated if they are truly making a regional system that deals with how funds will be allocated Clemson should be given the opportunity to sit down with the Board. It was pointed out that the GTA Board Chairman has met with Clemson. Greenlink will be the grant administrator for CAT by default.

**Mr. Matt Carter made a motion to adopt the UZA formula as presented by Greenlink staff at the percentage rate of 28.46% and review it in one year. Mr. David Mitchell seconded the motion. There are no opposers. The motion carries.**

Chairman Fouché stated that when we review the formula, Clemson might want to discuss it at the committee level. CAT will be invited to the GTA committee meetings.

#### Committee Reports

Development Committee Report (Given by Ms. Pat Dilger):

- The Committee spent a tremendous amount of time on the Clemson UZA formula.

- A Furman Shuttle and Travelers Rest Connector was discussed. After staff prepared the 2014 budget, they realized that even with operating assistance from MAP 21 we do not have enough local funds to cover a Furman University Campus/Travelers Rest Shuttle. It will be put off until FY 2015.
- An On Campus Shuttle Proposal for Furman was presented which involved connecting student housing to the Furman main campus. The OLLI program at Furman has an interest in having an on campus shuttle. We will use CUICAR/St. Francis agreement as a model. We also discussed a potential partnership with GHS who we contacted previously regarding connecting to Travelers Rest and the Swamp Rabbit Trail. However, they were more interested in having service to their north Greenville campus due to a number of 9-1-1 calls from persons who needed to go to their medical facilities for non-emergencies. Furman students were concerned with the frequency of the bus. Dr. Reed scheduled a meeting with Furman on April 1 to discuss their ideas for a partnership with Greenlink. Their marketing group determined that over a million people visit the campus each year.
- Wayne Leftwich and Christa Jordan who are heading the Connections for Sustainability Grant Program for the City of Greenville presented the BRT initiative to the committee. They attended to hand off the BRT initiative so that we can take the ball and run with it. They have done a housing strategy and a bus rapid transit and transit oriented development feasibility study. They are embarking on comprehensive plan for the west side where the Kroc Center and AJ Whittenburg are located. The Swamp Rabbit Trail bisects this study area. It is a termination point of the bus rapid transit corridor that we have discussed over the last few years. One of the most important things we have to concentrate on is being able to get the "Small Starts Grant" for this program; therefore, we are looking at ways to increase ridership for the different routes that go along this corridor. When the study was done, the Mauldin/Simpsonville and CUICAR routes had not begun.
- Cost Efficiency Report - We are at 24.5% overall for cost efficiency. This is above the national average. Mauldin Simpsonville ridership continues to increase.
- Market Milestone Performance and Implementation – Implementation of CAD/AVL is key. Charleston has just implemented their CAD/AVL program. They are benefiting from dedicated funding from a tax referendum.
- Furman wants to promote Greenlink at their Earth Day program. We are exploring having a shuttle to the Furman campus on April 20 for this program.

#### Finance Committee Report (Given by Mr. Matt Carter):

##### March Board Invoices

Date	Company	Description	Invoice #	Amount
2/20/13	City of Greenville	GTA Board Contract – January 2013	75517	313,857.92
2/28/13	Brasco (split 27% of total bill)	Bus Shelter materials – 4 each 5' x 9' w/solar for LED's	44628	30,000.00
2/28/13	LS3P Neal Prince	Phase 3 – Office space in Greyhound area	0029633	4,209.30
3/12/13	TD Card Services	Sign materials from Home Depot	March 31 2013	110.54
3/12/13	TD Card Services	Board orientation supplies	March 31 2013	43.83
3/12/13	TD Card Services	GTA operating checks	March 31 2013	106.94
1/31/13	Upstate Forever	Bike Share drawdown – January 2013	JAN2013	1,351.30
<b>TOTAL</b>				<b>\$349,679.83</b>

##### Mauldin/Simpsonville Route Invoices for March

Date	Company	Description	Invoice #	Amount
2/28/13	Brasco (split 73% of total bill)	Bus Shelter materials – 11 each 5'x9' w/solar for LED's	44628	81,255.00
2/11/13	Newman Traffic Signs	50 signs	TI-0258806	1,325.00
<b>TOTAL</b>				<b>\$82,580.00</b>

##### JARC/New Freedom Invoices for March

Date	Company	Description	Invoice #	Amount
8/20/13	City of Greenville	New Freedom Handicap Accessible Bus Use – Jan. 2012	74768	366.04
8/20/13	City of Greenville	New Freedom Handicap Accessible Bus Use – July 2012	74769	262.98
3/8/13	Clemson University	50% reimbursed St. Francis/CU-ICAR shuttle Oct. 2012 – Jan. 2013	W092628669 3	12,240.42
<b>TOTAL</b>				<b>\$12,869.44</b>

##### **GRAND TOTAL**

**\$445,129.27**

**The Finance Committee recommends paying invoices in the amount of \$445,129.27 (\$349,679.83 regular invoices, \$82,580.00 Mauldin/Simpsonville invoices and \$12,869.44 JARC/New Freedom invoices). Since this is a recommendation from the Finance Committee, a second not required. No opposers. The Motion carries.**

**The Finance Committee recommends accepting the audit conducted by Greene Finney and Horton as submitted. Since this is a recommendation from the Finance Committee, a second is not required. No opposers. The recommendation carries.**

Director's Report by Mark Rickards, Transit Director:

- The numbers for Mauldin/Simpsonville continue to go up. We had 2,344 riders in February. The route has two buses and operates 6 days a week, so the miles are pretty high.
- We had good safety meeting. Drivers stated that buses are getting too full, especially Route 8 that goes past the mall and down Laurens Rd. We need more buses on this route due to capacity issues. We need peak service to take us from an hour to half hour. We are looking at trippers and bigger buses for this corridor. This all leads to future planning for BRT or another mode of transit in this corridor. We are trying to work out putting more of these people on the Mauldin/Simpsonville bus.
- GTA took a bus to Bob Jones University to participate in their Golden Days Parade.
- Three Greenlink staff members attended the TASC meeting held in Myrtle Beach, SC.
- Fifty-eight (58) new bus shelters are on the street. We will be adding shelters for Mauldin/Simpsonville. These shelters must be cleaned. Greenlink plans to hire employee(s) to maintain these shelters.
- We continue to work with the Greenville Drive towards assuming operation of the trolley in July. We have an agreement with the Drive. Legal has returned the draft copy to us. We will also have to purchase vehicles.
- We will take part in the upcoming GPATS certification review. We have met with GPATS regarding our collaborative discussions with Clemson Area Transit.
- The House Bill 3013 was sent back to the sponsors, this bill called for transit agencies to provide free transportation for veterans. It would have been an unfunded mandate.
- Charleston has implemented CAD/AVL. Both Columbia and Charleston now have dedicated funding.

Additional Comments/Information

- Conflict of Interest forms were distributed to Board members by Karen Crawford.
- Mr. Baney stated that Furman University contacted us regarding their Earth Day celebration. They will promote Greenlink at this event to take place on Saturday, April 20 from 1 to 6 p.m. The estimated cost to provide a free on campus shuttle between 1 to 6 p.m. is approximately \$300 just for fuel and a driver. We will run a route 3 shuttle.

**Mr. David Mitchell made a motion to adjourn. Ms. Pat Dilger seconded the motion. No opposers. The motion carries.**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Lorrie Brown, Greenlink Administrative Assistant

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mr. Trey Fouché, GTA Board Chairman